GUIDELINES FOR ORAL ON-SITE PRESENTATION

Dear ORAL presenter,

we would like to ask you to take a few minutes to read the following guidelines regarding your presentation.

A whole session will be organized in a hybrid mode as a ZOOM MEETING with the audience at the conference venue as well as with participants online connecting via ZOOM platform. A conference room on-site will be one of the ZOOM clients. For your oral presentation there will be a 15 minutes time slot comprising of 12-minute presentation time and 3 minutes for a Q&A discussion.

During the session you will present your slides from the lectern in a screenshare mode on ZOOM.

Before the Conference, you are kindly asked to:

1. Check the date and time of the session in the conference programme at jems2022.pl.

2. Prepare the presentation in Microsoft PowerPoint or PDF format, 16x9. All presentations must be made and held in English.

3. Upload your presentation until 17 July 2022 using the below upload link:

   https://www.dropbox.com/request/VptToFvgNhO9NouDLhPo

   Please name the file as:
   "symposiumNo_lastname_firstname.ppt" or
   "SymposiumNo_lastname_firstname.pdf"
   (with SymposiumNo numbers as per https://jems2022.pl/symposia)

4. If you have changed the file after the uploading or need to make changes onsite, please bring a copy on a thumb drive to the technical staff on-site at the conference room.

5. **Arrive at the designated conference room at the beginning of the break preceding your session** for the short technical training, to final check your presentation, familiarize yourself with the audio-visual equipment.

6. The conference room will be equipped with a projector, screen, laptop computer to run the presentation and microphones for your use. Technical support will be provided. Please note, that for technical reasons speakers' computers cannot be connected.

Shall you need further assistance or for any individual queries, please contact the JEMS2022 Conference Secretariat at info@jems2022.pl.